

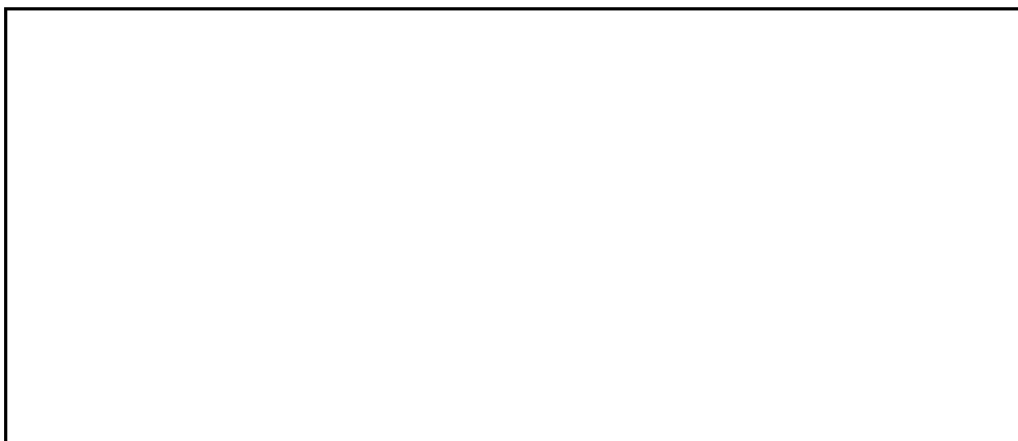
29 September 1964

MEMORANDUM FOR: Chief, Logistics Services Division

VIA : ASSA/LOG/DDS
Physical Security Division, OS

SUBJECT : Preparation of Rooms GE-66 and GE-72 for
Occupancy by RID

1. It is requested that the following work be performed in order to prepare rooms GE-66 and GE-72 for Occupancy by RID:



STAT

2. [redacted] in your Division has the existing and proposed plans of this area. He has approved the attached final plan.

3. For any additional information contact [redacted] on extension [redacted] Room 1D4135 Headquarters Building.

STAT



STAT

Chief, RID/ADM

CLC:baw

Distribution

- Orig & 1 - addressee
- 1 - ASSA/LOG/DDS
- 1 - Phys. SD/OS
- 1 - Chrono
- 1 - RID/LOG

COPY

Security-11

UNCLASSIFIED

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240018-0

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, RID/ADM

1D4135

EXTENSION

NO.

DATE

29 September 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ASSA/LOG/DDS
7D-10, Hq.2. Chief, RecAdminStaff
604 - 1016 16th St.3. Phys. SD/OS
1E-20, Hq.

4.

5. Chief, LSD
2E-24, Hq.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

To: 1, 3 & 5:

Please expedite so as to coordinate with move of WH. STAT

2 to 3:

This staff reviewed the attached request for securing rooms GE-66 & GE-72 for occupancy by DD/P/RID and submits the following comments:

a. The offices scheduled to move into these rooms are presently in secure areas and their records are stored on steel shelving.

b. Disapproval of this request would require the requisitioning of 12 - 4 drawer safes valued at approximately \$6,350, requiring 120 sq. ft. of floor space, (approximately 100 sq. ft. more than is presently required using shelving).

I therefore approve this request from a Records Management viewpoint.

Chief, Records Administration Staff

FORM
52

610

USE PREVIOUS
EDITIONS

SECRET

CONFIDENTIAL

INTERNAL
USE ONLY

UNCLASSIFIED